



ACT Aspire Student Transfer Process 2017-2018

When referenced, refer to the [ACT Aspire Portal User's Guide](#) for more detailed instructions.

STUDENTS ENTERING YOUR DISTRICT:

1. Search for the student by first and last name in Triand:
2. Check for duplicate records. If duplicates exist, contact Ann Finch at 501-682-5303 or the ADE at 501-682-4558.
3. Note the student name, state student ID, birth date, and the school and district in which the student was last enrolled.
4. If not from an Arkansas school you may enter the student into the portal manually or via a SDU.
5. If from an Arkansas school you will initiate a student transfer in the ACT Aspire portal. (*ACT Aspire Portal User's Guide* beginning on page 40).

NOTE: The *Add/Delete Cognos Report* may help manage this process at each building.

UNSUCCESSFUL TRANSFER REQUEST TROUBLESHOOTING:

1. Normalize spaces in all entry fields (remove leading, trailing and consecutive spaces).
2. Confirm the **10-digit** state student ID is correct per Triand. **DO NOT USE Social Security Number or local ID!**
3. Confirm the spelling of the First and Last name are entered correctly per Triand.
4. Confirm the birth date is entered correctly.
5. Omit the middle initial.
6. Try requesting the student from the Transfer School.

If unsuccessful, **contact the Assessment office at 501-682-4558** for help with a student transfer.

STUDENTS LEAVING YOUR DISTRICT:

Transferring to another Arkansas school district:

*The receiving school will initiate a transfer within the portal. Transfer requests must be approved by ADE in the portal. If students are in scheduled **summative** tests, ADE will remove them from those sessions. If students are in the ready status, the transfer process will force close the test for that student, and after the transfer is complete, the student's test(s) will have to be reinstated by the receiving school.*

Removing students from the ACT Aspire portal: Complete the [ACT Aspire Student Removal Request form](#) to have students moved from your district to the *Transfer School* in the ACT Aspire Portal. Students can be removed for a variety of reasons: expelled, incarcerated, deceased, withdrew -- moved out of state, home school, private school, etc. If the student has moved to another AR school, please allow 10 business days before completing the form. **This form will be closed prior to the opening of the testing window** and a Reason Not Tested should be marked in the Portal after the testing window closes.

Transfer Information

Information that transfers with student	Information that does not transfer
PNP - new school check for accuracy	Classroom tests and results
Student Profile	Scheduled tests
Interim test results (also posted weekly in Student GPS)	